

BUDGET LETTER

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| SUBJECT: BUDGET REVISION INSTRUCTIONS FOR MULTI-FUNDED DEPARTMENTS (BR-1) | NUMBER: 11-11 DATE ISSUED: July 7, 2011 |
| REFERENCES: | SUPERSEDES: BL 10-29 |

TO: Departmental Budget Officers
Departmental Accounting Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

This Budget Letter is specifically addressed to multi-funded departments that remove payables after budget enactment each fiscal year. Multi-funded CALSTARS departments are required to process this budget revision.

Budget Act categories or programs for multi-funded departments are generally scheduled in one main appropriation, with subsidiary appropriations shown as unscheduled and payable to the main appropriation. However, to allow for direct expenditure charges to subsidiary appropriations and funds, departments need to process a budget revision to remove the payables and schedule the subsidiary items.

Budget revisions to remove the payables and schedule the subsidiary items must be processed prior to any other budget revision or executive order. In addition, departments must identify these budget revisions as BR-1 for both the main and subsidiary items.

Please note: "BR-1" is reserved solely for removing payables and scheduling subsidiary items. Any department that does not need to remove payables and schedule the subsidiary items must designate its first budget revision as "BR-2".

Additional information, examples of the BR-1 process, and a listing of CALSTARS departments are available via the Budget Analyst Guide (BAG), Budget Revision (BR-1), at <http://www.dof.ca.gov/fisa/bag/bagtoc.htm>

If you have any questions, contact your Department of Finance budget analyst or the CALSTARS hotline at (916) 327-0100 (CALNET 8-467-0100).

/s/ Veronica Chung-Ng

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